



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FACILITIES REGIONAL ADMINISTRATOR

Job Number: 20001137

Job Code: 62500V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 08/01/1984

Job Revised: 04/16/2007

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under administrative direction, has managerial responsibility for overseeing residential and/or detention facilities in a defined geographical region; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

A master's degree in one of the behavioral or social sciences, education, public administration or a related field.

EXPERIENCE:

Must have five years of professional administrative experience in public or private social service programs, juvenile justice or correctional programs, three of which must have been as a supervisor in a day treatment, group home, residential or correctional facility for young adults (ages 12-21).

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree supplemented by two years of professional administrative experience in public or private social service programs, juvenile justice or correctional programs will substitute for the master's degree.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responsible for overseeing all aspects of the daily operations of state run facilities and for monitoring all contracted facilities located in a defined geographic region. Ensures the implementation of services and programs designed for the successful treatment of residents assigned or committed to the Department of Juvenile Justice. Interprets and applies pertinent laws, rules, regulations and policies applicable to the administration of youth treatment programs. Routinely visits facilities in a defined geographic region to problem solve and provide the necessary technical assistance for ensuring compliance with all relevant state and federal mandates. Provides supervision and guidance to facility and program directors in the development and implementation of appropriate plans of correction when deficiencies are found. Prepares budget recommendations, coordinates training, develops staffing plans, evaluates subordinates, attends Departmental meetings, as well as meetings with civic groups, public officials and the general public to explain program policies and regulations and to respond to questions concerning operational procedures and goals. Conducts and/or attends training sessions to develop future plans for meeting the needs of the juvenile population assigned to a defined geographic region.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in an office setting but will frequently travel to juvenile facilities in the assigned region.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.